



**WOOD COUNTY BOARD OF HEALTH MINUTES
December 12, 2019**

Cathy Nelson, President, called the meeting to order 6:00 pm followed by the Pledge of Allegiance.

BOH present: Richard Strow, Dallas Ziegler, Thomas Milbrodt, Nilgun Sezginis, Bob Midden, Cathy Nelson, DJ Mears, Carolyn Rava. **Absent:** Betty Woods

Staff present: Ben Batey, Amy Jones, Tracy Henderly, Tina Cox, Lana Glore, Diane Krill, Lexie Jacobs, Jackie Mears. **Guest:** Dr. John Coates

Public present: Marie Thomas - Sentinel-Tribune, Jan McLaughlin - BG Independent News; Gary Cromley - DAC President

Tom Milbrodt made a motion to approve the November 14, 2019 minutes and Richard Strow seconded the motion. A voice vote was taken with abstentions of Sonja Apple-Chamberlain and Dallas Zigler. Motion passed.

Approval of warrants: Nilgun Sezginis made a motion to approve the warrants and Tom Milbrodt seconded the motion. Roll call vote taken. Motion passed.

Cathy Nelson Y
Thomas Milbrodt Y
Carolyn Rava Y

Bob Midden Y
Dallas Ziegler Y
Sonja Apple-Chamberlain Y

Nilgun Sezginis Y
Richard Strow Y

DJ Mears Y

• **PERSONNEL – Dallas Ziegler, Chair**

Resolution #PER-01-12-2019

Motion to create (2) Part-Time Dental Assistant positions in the Health Center Division

Dallas Ziegler made a motion to create (2) Part-Time Dental Assistant position to be posted at a pay range of \$15.00-18.00 per hour in the Health Center Division. DJ Mears seconded the motion. A voice vote was taken. *Motion passed.*

Resolution #PER-02-12-2019

Motion to create an Intermittent Part -Time Dental Assistant position in the Health Center Division

Dallas made a motion to create an Intermittent Part-Time Dental Assistant position to be posted at a pay range of \$15.00-18.00 per hour in the Health Center Division. This position cannot exceed 1,000 hours annually and must be appointed yearly. DJ Mears seconded the motion. A voice vote was taken. *Motion passed.*

**Resolution PER*-03-12-2019****Motion to Approve Update of Organizational Chart**

Dallas Ziegler made a motion to approve changes to the organization chart effective December 12, 2019. Changes include addition of Dr. John Coates to the vacant physician position under the Health Center, addition of Full-Time Peer Wellness Coach position in the Health Center Division, addition of the Temporary Intermittent Part-Time Clinical Service Assistant position in Finance Division and addition of the Part-Time Clinical Service Assistant-Spanish Speaking Interpreter position in the Finance Division. DJ Mears seconded the motion. A voice vote was taken. *Motion passed.*

Resolution PER*-04-12-2019**Motion to Accept Resignation of Kristen Hogrefe**

Dallas Ziegler made a motion to accept the resignation of Kristen Hogrefe effective November 17th, 2019. Bob Midden seconded the motion. Voice vote was taken. *Motion passed.*

Resolution PER*-05-12-2019**Motion to Appoint Cinthia Anderson to the FT SIT Position**

Dallas Ziegler made a motion to appoint Cinthia Anderson to the Full-Time Sanitarian in Training Position. Ms. Anderson will be paid \$19.75 per hour. Ms. Anderson will serve 180-day probationary period. Her start date is pending return of a successful background check. Nilgun Sezginis seconded the motion. A voice vote was taken. *Motion passed.*

Resolution PER*-06-12-2019**Motion to Appoint Brittany Schumaker to the vacant Temporary Intermittent PT CSA**

Dallas Ziegler made a motion to appoint Brittany Schumaker to the vacant Temporary-Intermittent Part-Time Clinical Service Assistant. Ms. Schumaker will be paid \$15.34 per hour and will start in her position on December 16th, 2019. Tom Milbrodt seconded the motion. A voice vote was taken. *Motion passed.*

<ul style="list-style-type: none"> FINANCE - Nilgun Sezginis, Chair

Resolution *FIN-01-12-2019**Motion to Transfer Funds**

Dallas made a motion to approve the transfer of \$27,220.45, on October 10, 2019, from the Personal Care Fund 21 to the Levy Fund 8. These monies are for payment of services from prior years for indirect and overhead expenses. These are expenses that the Personal Care program incurred but were not charged to fund 21.

Motion to approve the transfer of \$55,000.00 from the Levy Fund. These monies cover the expenditures of programs or services that the Health District Levy supports (December 5, 2019).

\$35,000.00 - Fund 6 - Nursing



\$20,000.00 – Fund 10 – PHEP (Public Health Emergency Preparedness)
Richard Strow seconded the motion. Roll call vote taken. *Motion passed.*

Cathy Nelson Y
Dallas Ziegler Y
Richard Strow Y

DJ Mears Y
Carolyn Rava Y
Bob Midden Y

Nilgun Sezginis Y
Tom Milbrodt Y

Sonja Apple-Chamberlain Y

Resolution #FIN-02-12-2019

Motion to Amend 2019 Estimated Resources

Nilgun Sezginis made a motion to amend the 2019 Certificate of Estimated Resources of the District to a new total amount of \$9,633,344.55. This amount includes the following changes of \$5,000.00 in fund revenues at this time (November 15, 2019):

009. 0209. 407500

TRANSFERS

Bob Midden seconded the motion. Roll call vote taken. *Motion passed.*

Cathy Nelson Y
Dallas Ziegler Y
Richard Strow Y

DJ Mears Y
Carolyn Rava Y
Bob Midden Y

Nilgun Sezginis Y
Tom Milbrodt Y

Sonja Apple-Chamberlain Y

Resolution #FIN-03-12-2019

Motion to Amend 2019 Appropriations

Nilgun Sezginis made a motion to amend the 2019 annual appropriations of the District. The following changes in fund appropriations are needed at this time (October 31, 2019):

008. 0208. 569900	LEVY - OTHER EXPENSES	\$77.31
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A motion to amend the 2019 annual appropriations of the District. The following changes in fund appropriations are needed at this time (November 15, 2019):

008. 0208. 560800	LEVY - ADV. & PRINTING	\$1,800.00
009. 0209. 520100	SEWAGE – SUPPLIES	\$1,600.00
009. 0209. 550100	SEWAGE - TRAVEL & EXP.	\$500.00
009. 0209. 571500	SEWAGE - P.E.R.S.	\$2,500.00
012. 0212. 560800	REGISTRAR - ADV. & PRINTING	\$40.00
025. 0225. 520100	FOOD SERV – SUPPLIES	\$450.00
	TOTAL	\$6,890.00

A motion to amend the 2019 annual appropriations of the District. The following changes in fund appropriations are needed at this time (November 19, 2019):

009. 0209. 540100	SEWAGE - CONTR. SVCS.	(\$31,550.00)
009. 0209. 510000	SEWAGE – SALARIES	\$25,500.00
009. 0209. 569600	SEWAGE – MEDICARE	\$250.00
009. 0209. 569900	SEWAGE - OTHER EXPENSES	\$800.00
009. 0209. 571500	SEWAGE - P.E.R.S.	\$3,000.00
009. 0209. 575600	SEWAGE - EMPLOY INS.	\$2,000.00
	TOTAL	\$0.00



Motions seconded by Bob Midden. Roll call vote taken. *Motion passed.*

Cathy Nelson Y
Dallas Ziegler Y

DJ Mears Y
Carolyn Rava Y

Nilgun Sezginis Y
Tom Milbrodt Y

Sonja Apple-Chamberlain Y
Richard Strow Y Bob Midden Y

Resolution #FIN-04-12-2019

Motion to Approve the Revised Sliding Fee Discount Program Policy

Nilgun Sezginis made a motion to approve the Revised Sliding Fee Discount Program policy. This revised policy replaces the current Fee Schedule policy and Dental Fee Schedule policy. Bob Midden seconded the motion. Roll call vote taken. *Motion passed.* Request to explain this policy revision as some packets were missing the document. Lexie explained this policy to the board and it would become effective January 1, 2020.

Cathy Nelson Y
Dallas Ziegler Y
Richard Strow Y

DJ Mears Y
Carolyn Rava Y
Bob Midden Y

Nilgun Sezginis Y
Tom Milbrodt Y

Sonja Apple Chamberlain A

BOARD OF HEALTH QUESTIONS, COMMENTS AND DIRECTOR UPDATES

Gary Cromley, DAC President, commended the progress seen in the last 10 years at the Health Department. Gary discussed the status of the DAC and low attendance/involvement with the Health Department. Gary stated he will forward the contact information for Jim Rosso, head of the WC Township Association, for follow up as Gary will be retiring. DJ and Ben Batey thanked Gary for his service and involvement and wished him luck in his retirement.

Diane Krill introduced Dr. John Coates, new physician for the Health Center. Dr. Coates gave a brief history of his community service and wanting to be of assistance in this capacity.

- **President** – Kathy Nelson inquired on the productivity chart and how it was calculated. This report is generated by Lexie and was explained the board members how the numbers are determined by appointments available, scheduled and kept. Bob questioned the graph of number visits and patients and suggested the numbers be by month. Lexie directed board members to a separate report. Diane suggested to the board to review all the charts and reports for any that are not found useful as she would like to stream line the amount that are now actually being distributed.

Continuing Education discussion – *Performance Management*. Current Performance Management data for end of year will be provided next month.

• **Health Commissioner:**

- i. The directors will be meeting to review current reports provided in the board packets each month to determine which is most pertinent information needed to help board members make the decisions that need to be made without an overwhelming amount of data and what data can be reported only quarterly rather than monthly.
- ii. Santa will be visiting WIC on December 17th. All are welcome.
- iii. December 19th will be the annual Holiday Employee party. All board members are welcome to come for lunch between 11:30 and 1pm.
- iv. December 31st will be the special end of year board meeting at 1pm to wrap up things.

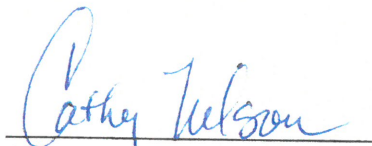



- v. The township trustees have changed the date of their vendor fair to January 10th. We will have to set a separate DAC meeting in March which may be harder to meet a quorum. Ben was approved to attend and speak at the January vendor fair.
- vi. Spread the word that on January 30th will be our 100-year celebration and the Health Department will have an open house event and will be putting on a special presentation from 3p – 6p.

Ben informed all board members they have received his personal pre-performance evaluation. Each member is to complete and submit their evaluation to Julie by January 3rd for it to be reviewed and adopted at the January board meeting. Brief discussion was held regarding the evaluation process and forms and that all staff use the same forms and process.

No further questions or comments by board members. Ben introduced Margaret Nashu from PHSCO who would be presenting on the Strategic Planning for the Wood County Health Department at adjournment.

Meeting Adjournment: DJ Mears made a motion to adjourn at 6:25pm. Bob Midden seconded the motion. Voice vote taken. *Motion passed.*


Cathy Nelson, Board President


Ben Batey, Health Commissioner
Secretary to the Board